

**HEADQUARTERS  
UNITED STATES POSTAL SERVICE**

# Processing Operations Management Order



## Operational Clean Sweep Search Checklist- Political and Election Mail

**Purpose:** To provide an operational checklist to be used in performing a daily mail search. This list includes the minimal areas to check and is not limited to these areas within facility. Checklist must be retained by the District Political and Election Mail Operations Coordinator information for investigating possible missing or delayed Political and/or Election Mail. **District:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Check box when checked	Section/Operation: <i>Defines the work area to be searched.</i>	Comments: <i>Specifics: include copies of PMOD label and /or container placard. Names of individuals contacted</i>
<input type="checkbox"/>	<b>Incoming dock</b>	
<input type="checkbox"/>	<b>BMEU &amp; BMEU Plant Staging</b>	
<input type="checkbox"/>	<b>Opening units</b>	
<input type="checkbox"/>	<b>AO / Station dispatch area</b>	
<input type="checkbox"/>	<b>Outbound dock</b>	
<input type="checkbox"/>	<b>Outgoing Dispatch Area</b>	
<input type="checkbox"/>	<b>Trailers in yard (Yard Check)</b>	
<input type="checkbox"/>	<b>MTE Plant Staging Area</b>	
<input type="checkbox"/>	<b>MTE trailers</b>	
<input type="checkbox"/>	<b>Site MTE SC</b>	
<input type="checkbox"/>	<b>PARS Staging and Operations</b>	
<input type="checkbox"/>	<b>Rewrap Operations</b>	
<input type="checkbox"/>	<b>CFS (if applicable)</b>	
<input type="checkbox"/>	<b>BRM/Postage Due</b>	